

STATE OF MAINE
DEPARTMENT OF EDUCATION
STATE HOUSE STATION #23
AUGUSTA, ME 04333

APPOINTMENT OF STATE AGENT

FOR _____
BEGINNING _____
and ENDING _____

In accordance with the provisions of Section 1901 of Title 20-A, MRSA,

_____ has been appointed by the Commissioner
(name of agent)

of Education as Agent for _____ the period beginning
(administrative unit)

_____ and ending, _____.
(date) (date)

Said _____ shall serve as the superintendent of schools and
(name of agent)

shall be reimbursed by the unit a sum agreed upon by the Agent and that unit. The
appointment may be terminated by mutual consent or automatically when the town or
plantation becomes a part of a larger supervisory unit.

DATE _____ SIGNED _____
(Commissioner of Education)

If the Agent appointed is regularly employed as a superintendent of schools in a supervisory unit,
the chairperson of the board of that unit must agree to the appointment before it can become
effective.

The supervisory unit which employs the superintendent on a regular basis approves this
appointment and agrees that said superintendent may serve as Agent for

_____.
(administrative unit)

DATE _____ SIGNED _____
Board Chair

Administrative Unit

STATE OF MAINE
DEPARTMENT OF EDUCATION
STATE HOUSE STATION #23
AUGUSTA, ME 04333

REIMBURSEMENT AGREEMENT BETWEEN
THE AGENT APPOINTED BY THE COMMISSIONER

AND _____ FOR THE PERIOD
BEGINNING _____ AND ENDING _____

I, _____, agree to serve as
School Agent for _____.
Reimbursement shall be \$_____, and the amount of
time expended in the unit shall be _____
_____.

The minutes of the board meeting dated _____
verify the agreement as set forth above. **A copy of those minutes and superintendent's
contract are attached.**

SIGNED _____
School Committee Chair

DATE _____

SIGNED _____
School Agent

DATE _____